

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Employee Training

**Policy  
Number**

C-4

**Page**

1 of 2

**Purpose**

To establish a policy for employee in-service training and development.

**Background**

The policy is based on the belief that human resources are the County's primary assets and that human resource development is a prime contributor to organizational effectiveness and to individual satisfaction and productivity. The Department of Human Resources assists all departments and employees in developing, implementing, and evaluating a planned program of instruction.

**Policy**

It is the policy of the Board of Supervisors that:

1. In-Service training is an essential, integral and continuing function of County government.
2. The purpose of in-service training is to develop in each employee the knowledge, skills, and attitudes that promote efficient and economical services, improve public relations, enhance employee morale and contribute to staff development.
3. Each department and each officer, supervisor and employee is responsible for promoting the goals of the program.
  - A. Departments are specifically responsible for providing on-the-job training in the development of skills and knowledge essential and necessary in carrying out its assigned functions.
  - B. The Director of the Department of Human Resources is responsible for providing training in those areas that have common, County-wide application, and to assist all departments with their training programs.
  - C. Employees are encouraged to extend the cooperation necessary to achieve the goals of the program by participating in job-related training during working hours and advancement training and education on their own time, and by applying in increased knowledge and skills on the job.
4. In-service training should be on County time when the primary aim is to develop the employee within his/her present position classification. However, employees are

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Employee Training

**Policy  
Number**

C-4

**Page**

2 of 2

expected to do related study and training on their own time. Primarily training that is needed for promotion should be on the employee's time unless it is in the best interests of the County that it should be entirely or partially on County time.

Sunset Date

This policy will be reviewed for continuance by 12-31-08.

Board Action

1-14-64 (38), Doc. #340954

6-23-69 (98)

11-6-84 (23)

7-26-88 (43)

12-12-89 (49)

6-5-90 (43)

9-25-90 (41)

4-4-95 (28)

6-15-04 (25)

CAO Reference

1. Department of Human Resources